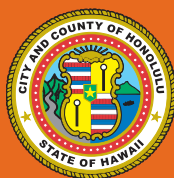


## HONOLULU ETHICS COMMISSION

### Mission Statement

To ensure that all employees, elected officials, and appointed officers demonstrate the highest standards of ethical conduct so that the public may have trust and confidence in the integrity of government.

“We hold the public’s trust.”



### Honolulu Ethics Commission

Kapālama Hale

925 Dillingham Blvd., Suite 190  
Honolulu, HI 96817

P: 808.768.9242

F: 808.768.7768

E: [ethics@honolulu.gov](mailto:ethics@honolulu.gov)

 [@HonEthicsComm](https://twitter.com/HonEthicsComm)

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# ETHICS GUIDANCE FOR CITY BOARD MEMBERS

Frequently Asked Questions (FAQs)



## **Q: WHAT IS A CONFLICT OF INTEREST?**

**A:** A conflict of interest occurs when you have a personal interest that may affect how you carry out your official city board duties. The test is whether a reasonable person would question your impartiality.

Disclose a conflict of interest in writing to the Mayor's office and the Ethics Commission as soon as it arises. Use the Disclosure of Conflict of Interest form posted on the Commission's website. Recuse yourself and leave the meeting.

## **Q: MAY I REPRESENT MY PRIVATE BUSINESS BEFORE A CITY AGENCY?**

**A:** Yes, you may appear before a city agency or city board, except the board on which you serve.

After your term expires, you are prohibited for 1 year from being paid for work on matters that came before your board. Remember that confidential city information remains confidential even after you leave the board.

## **Q: I AM A NEW BOARD MEMBER, WHAT DO I DO?**

**A:** Your board liaison will coordinate:

- Ethics training. Complete board member online ethics training within 6 months of becoming a board member.
- Financial disclosure statement. File a confidential financial disclosure statement with the Ethics Commission: 1) within 20 working days after taking the oath of office; 2) annually by January 31st of each year; and 3) within 10 working days before leaving office.

Contact the Ethics Commission for financial disclosure guidance.

## **Do the Right Thing!**

- Base your decisions on relevant information.
- Make decisions that serve the public interest.
- Do not let personal interests influence your decision.
- Recuse yourself from decision-making if you have a personal interest.

**Remember... board and commission members are city officers and must follow the City's ethics laws.**

***Mahalo for volunteering to serve the public.***

This brochure is a general guide and not legal advice.